



Ice Racing NSW Board member and Office Bearer Duties

President's duties

Be pro-active regarding any ice speed skating activities.

Chair meetings of the IRNSW board, delegate responsibilities to board directors and review and sign meeting minutes promptly.

Be able to:

- Converse with a wide range of people
- Be aware and become involved in Govt thinking with sport in general
- Be aware of rink management activities in relation to ice speed skating
- Attend meetings with governing bodies such as Australian Ice Racing and NSW office of Sport
- Prepare reports as necessary
- Contribute to ice speed skating plans.

Secretary's duties

The secretary must attend to any business required by the organisation. This could be between board members, association members or government organisations that isn't handled by another board member, such as grant applications.

Distribute all notices from other organisations, such as Australian Ice Racing to all club officials, or directly to all club members, as applicable.

As soon as practicable after being elected as secretary, the secretary must update the register of all elected board members and their contact details.

The secretary must also create and maintain:

- The agendas and minutes of all meetings including board meetings and general meetings. (Note: preparing for the AGM will take approximately 24 hours each year.)
Board meeting minutes must be approved by the chairperson of the meeting as soon as possible after the meeting. Failing that approval, at the next meeting, minutes are to be approved by two members who were at the meeting to which the minutes apply. Once approved by the president, minutes are to be distributed to all board members and club representatives as soon as possible after a meeting.

The secretary must monitor the status and know the whereabouts of the following records:

- A copy of the certificate of incorporation
- A copy of the current constitution and objects
- Copies of all notices of the current year's advertised events
- A register of members*
- A register of disclosures of conflicts of interest by committee members, if any
- Register of authorised signatories.

*The secretary of a club will be notified of new club members. Each new member is to be formally accepted by the committee. If the membership is rejected by the committee, the secretary must notify the member and arrange for the return of the membership fee.

The secretary must also communicate with whatever government department requires information, such as Form A12 to the Dept of Fair Trading, submitted after every AGM.

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Treasurer's duties

The treasurer of the association must ensure:

- all money owed to the association is collected, and
- all payments authorised by the association are made, and
- correct books and accounts are kept showing the financial affairs of the association, including full details of receipts and expenditure relating to the association's activities. Some of this activity may be recorded using purpose-built software.
- If a payment relates to a grant, it is to be allocated to the relevant category within the grant.

The treasurer must maintain the following records and ensure that they are accurate and kept up-to-date:

- register of bank accounts, and
- register of assets, and
- financial statements, and
- register of authorised signatories.

The treasurer is also responsible for producing the financial accounts for the AGM or whenever required as well as to attend and answer questions about items in the accounts at board meetings, as well as at the Annual General Meeting.

Some thought should be given to splitting the treasurer's duties. For example:

Splitting the payment of expenses and approval of payments

and

all other accounting aspects of the job including the end of year reporting which should be handed to an accountant.

Grants officer – applying and completion

Be on the lookout for grants and preparing the applications plus the responses to justify the use of the money.

Grants officer - maintenance

Updating the expenses to be allocated against the various categories of the grant breakdown, e.g. Learn to Skate, Coach development, etc.

Marketing

- To gain skating members
- To promote the sport and its events via Facebook, etc

Website

Keep it up to date with our activities. This means adding updates very frequently, say, twice a week. Initiating changes as needed and reviewing content to make sure it's up-to-date.

Event organisation

Events are run throughout the year and have times little active involvement is necessary but when they occur they are full time tasks, especially attendance at the event. There are lists of tasks available.

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RevSport Contact

Be our main contact with the software managers and learn how the software works. Request all reports from the software as and when necessary.